

**Yeshiva University**  
**EMPLOYEE GRIEVANCE PROCEDURES**

There may be occasions when an employee has a job-related complaint that does not involve conduct subject to the University's Collective Bargaining Agreement or its Non-Discrimination and Anti-Harassment Policy & Complaint Procedures. In such cases, we encourage the following sequence of actions.

Please note that complaints covered by the University's Non-Discrimination and Anti-Harassment Policy & Complaint Procedures are discussed at <https://www.yu.edu/hr/Equity-Compliance-TitleIX>. Information about complaints covered by the University's Collective Bargaining Agreement is available to union members from their union representatives.

If the employee gets a response at any step of the procedure and does not ask for further review of the grievance within the specified time limit, it will be assumed that the employee is satisfied with the result and the matter will be considered resolved.

A. Informal Procedures.

1. Most conflicts which arise on the job can be settled in discussions between the employee and the employee's supervisor. The employee is encouraged to timely (generally within ten (10) workdays from the time the employee has knowledge of the act which is the basis for the grievance) raise the issue with the employee's supervisor, unless there are substantial extenuating factors that prevent meeting this time limit. If the employee reports a grievance to the employee's supervisor, the supervisor will determine as quickly as possible whether the employee's grievance is one that can potentially be resolved without the need for further action by the department head or dean. If such authority is needed, the supervisor will either report the grievance to the department head or dean directly, or assist the employee in presenting the grievance to the department head or dean.

2. There may be problems which the employee does not want to address directly with the employee's supervisor, for example if the grievance involves an action of the supervisor. In such cases, the employee is encouraged to report the grievance to the department head or dean.

B. Formal Procedures. If the problem persists after the employee has pursued it informally (or if the grievance involves an action of the department head or dean), the employee is encouraged to initiate a formal grievance procedure, as set forth below.

1. A formal written grievance should include: (a) the nature of the grievance; (b) detailed information including evidence of the issue, witnesses, related policies, etc.; (c) the remedy or outcome desired; and (d) any other relevant information. The employee should present the formal written grievance to the Human Resources Department who will document and file it.

2. All formal grievances and supporting materials will be reviewed by appropriate Human Resources staff. The review may also include meetings to review the issues with

relevant individuals and/or requests for additional information. Based upon a review of the grievance and any relevant information, the Human Resources staff member conducting the grievance review will recommend an appropriate course of action. This may include a recommended plan of action to address the employee's grievance, a change in supervisory assignment, a change in the employee's placement, additional training, discipline, or some other result.

3. The employee will be informed in writing of the decision, and be asked to indicate whether the employee accepts or disputes the decision. If the employee accepts the decision, the recommendations will be implemented. If the employee disputes the decision, the employee may request review from the Chief Human Resources Officer. The Chief Human Resources Officer (or their designee) will review the decision and have final authority on whether to accept, reject, or modify the decision itself, and any remedial action. Any such decision will be communicated to the employee, and other involved individuals, as appropriate.

As noted above, notwithstanding the foregoing, if a complaint implicates the University's Non-Discrimination and Anti-Harassment Policy & Complaint Procedures, it will be addressed in accordance with such policy, which can be found at <https://www.yu.edu/hr/Equity-Compliance-TitleIX>. Complaints covered by the University's Collective Bargaining Agreement will be addressed in accordance with such agreement as well.

Nothing contained herein shall negate the right of the University to modify or change its policies applicable to employees.